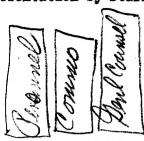
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- Purpose of Meeting. Report on significant events which have occured; items of current interest; Future -
- New ARO's Introduce ъ.
- Conduct of Meeting Informal and presentation by Staff Members.



Consolidation	of	Vital	Records	and	Records	Center		
					Operation	ons		

7 Commo VIR. -

- R.C. Management Staff
- Reasons for Change -Eliminates Confusion Balancing of Manpower Some Overlapping of Deposits

Processing Requisitions for Filing Equipment

No more purchases will be made for safes and filing cabinets for Headquarters use.

Substitutions of safes and filing cabinets will be made whenever possible.

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RECORDS CENTER REQUESTS FOR SERVICE -

- Service 2 Courier Trips
- Telephone Special -
- Expedite -
- Volume of Telephone Requests
- Results of Check Up.

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Future Program

Orientation

Forms

Disposition

Filing Systems

Filing Equipment

Shelf - Specialty

Reports

Correspondence

Ad Hand Out Materials

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